

## **Minutes: Master Plan Steering Committee – March 11, 2020 – Town Hall, Heald Room**

Committee Members attending: Janne Corneil, Stacy Lennon, Barney Arnold, Madeleine Blake, Kerry Kissinger (Skype), Jessica Nierenberg, Tanya White (Skype)

Absent: Eva Mostoufi, Jason Molten, Lynne Lipinsky

Other attendees: Planning Administrator George Mansfield, Assistant to Planner Gretchen Caywood, John Ballantine, and Carren Panico (Mosquito).

Janne Corneil called the meeting to order at 7:05 pm.

### **Subcommittee Reports**

**BOS** – Barney reported that Janne gave an excellent presentation of her revised version of Civic Moxie (CM's) MP presentation to the BOS. Janne commented that while we are halfway through the MP timeline, we are 1/3 of the way through the scope of work. Madeleine noted that BOS Chair Kate Reid had expressed that in her opinion the MP process has already been worth it due to the attention it has brought to important issues for the Town.

Janne reported that the March 4 Community MP meeting was very successful with about 150 attendees. She noted that the 33 large information boards displayed at the meeting are now shown on the planning website and added that she has received feedback from residents who have been reviewing them in more detail on the site.

**Planning Board** - Madeleine reported that at the last PB meeting she explained to the Board that the MPSC is reviewing the MP scope of work and timeline and will likely have changes.

**ConsCom** - Angie reported that the OS&R Committee meetings will begin shortly, at which the 10+ acre parcels in Town will be ranked from a conservation perspective. Janne explained that the MPSC is interested in both public and private land parcels of this size, and that we will want to coordinate with the OS&R committee process.

**Communications** - Jessica reported that all materials from the March 4 Community MP meeting were posted to the MP website the next day, and she suggested that the CM MP presentation also be posted. Janne agreed, and added that she will be working with Jenn Gibbons to link the entire content of the MP website to the Town's website, [www.carlislema.gov](http://www.carlislema.gov).

### **MPSC Scope and Schedule Review and Revision**

Janne reported that she, Barney and Madeleine have reviewed and revised the MP timeline, incorporating deadlines for draft documents, and final drafts which allow time for thorough review. She explained that at the need for this became very clear on preparing for the March 4 Community Meeting, the prep time for which did not allow for sufficient document review and also required narrowing of the community meeting scope.

Janne reviewed the MP scope with the Committee and reviewed both CM and MPSC member responsibilities. The Committee also reviewed a timeline of "MP refined scope and remaining phases" which Janne had prepared. Concerning Phase 1, completion of information gathering re: existing conditions, it was noted that this data gathering phase has taken longer than expected. The Committee discussed further revisions to the schedule. Janne asked Committee members to send their input and comments for a revision.

sed timeline, and she will prepare a revised timeline for review with CM team members next week.

The Committee also discussed utilizing the planned second survey to get input on options for the Town such as housing strategies, community amenities/community center, facilities priorities, and land use recommendations. John pointed out that the detailed financial piece including a financial analysis of the options can only be developed and completed after TM due to time and key personnel availability constraints and suggested that the residents might want to have the financial info for these included in the survey.

**MPSC member roles and responsibilities** - Janne reviewed and discussed major MP assignment areas with the Committee members.

**Minutes** - (Kerry and Tanya left the meeting at this point.) The Committee reviewed the draft Minutes from 2/12/20. Barney moved that the Committee approve the Minutes as written, Madeleine seconded the motion, and it was approved 6-0-1 by roll call vote: Jessica – aye, Madeleine – abstained, Kerry – aye, Tanya – aye, Barney – aye, Janne – aye, Stacy – aye. The Committee reviewed the draft Minutes from 2/26/20. Barney moved that the Committee approve the Minutes as written, Madeleine seconded the motion, and it was approved 5-0 by roll call vote: Jessica – aye, Madeleine – aye, Barney – aye, Janne – aye, Stacy – aye.

The meeting was adjourned at 8:45 pm.

Respectfully Submitted,

Gretchen Caywood